

COUNCIL ON HUMAN RESOURCES

Thursday, November 17, 2005

9:30 a.m. – 12:00 p.m.

Members Present:

Betty Bowman	Claudia Farr
Cheryl Crawford	Oliver Hill, Jr
Anne Howard	Sabrina Johnson
John McE Garrett	Sandra Price-Strobe
Suzanne Puryear	Carol Strickler
Sara R. Wilson	

Members Absent:

Marvin Boots	William Bunting
Jane Crockett	Jim Frogue
Anna Thomson	

Others Present:

Bill Anderson, Dept of Employment Dispute Resolution
Sharon Finn, DHRM Health Benefits Program
Mary Habel, DHRM, Health Benefits Program
Sandy Johnson, DHRM Agency HR Services
Belchior Mira, DHRM, Information Technology
Rick Pugh, DHRM, Agency HR Services
Mike Salster, DHRM, Communication
Barbara Tanner, DHRM, Administration
Bob Weaver, DHRM Agency HR Services

Call To Order

The Council on Human Resources met on Thursday, November 17, 2005, at 9:30 a.m. at the Department of Human Resource Management, PDS Room #4.

HR Council Vice Chair, John McE. Garrett, welcomed members. Council Members, DHRM and Guest present introduced themselves and provided a little background.

How To Handle Constituent Calls or Letters

Sara explained to Members what to say to customers or constituents. Ernest Spratley asked members to send calls regarding EEO matters to his office. He gave them examples of the types of complaints they receive. He also asked members to have the person to go to their HR person, if they can't resolve the issue at that level, recommend they call Employee Dispute Resolution (EDR). Bill Anderson (EDR) asked members to have employee call 888-23Advice line for assistance. Employees can also call 1-800-533-1414, which is DHRM's Equal Employment Services (EES) helpline.

Sara suggested to Members that they send any request to Barbara and DHRM will draft members a letter.

Questions:

What about confidentiality?
Can we prepare draft?

John suggested DHRM should prepare the letter and send a copy to members, Council agreed with John suggestion.

Compensation

Rick Pugh, Bob Weaver provided information to the Council on the Annual Salary Survey. Before comp reform, Agency Human Resource Services (AHRs) did yearly surveys. Survey in 1999 found salaries for the state were 11.41% below private companies in Commonwealth. DHRM compared average salaries of VA state employees with salaries paid by other employers for comparable jobs. A site of survey reports published by Watson Wyatt Worldwide was used and 25 occupations were selected for comparison. There are two measures of salary increases that are used to maintain the relative compensation of the Commonwealth's employees with other private and public employers, average performance increase budget and average adjustment.

Sara further explained capturing total benefits in their survey. She gave several organizations used for surveys.

Numerous questions were asked and a full discussion was held. Specific questions included:

- What was found concerning salaries?
- We didn't capture total benefits?
- If you say you use other studies, are you taking about other states?
- Does it include part time P-14?
- Is this confidential?

Recruitment Management System

Sandy discussed the new "Virginia Jobs" Web site, Career Guides, and the Recruit Management System. Rick informed members that there is a link available to employees to find types of employment.

Questions:

How does this play over into agency?

What does this mean for me?

Can this system be linked to another such as a county?

Will we see a demonstration of this system?

Medicaid Part D

Mary stated communication materials were mailed to all Medicare-eligible retirees in late October outlining the Enhanced Medicare Part D prescription drug benefit that will become effective January 1, 2006 under the State Retiree Health Benefits Program. Retiree meetings, attended by more than 3,500 retirees, were held at 19 different locations around the state during the weeks of November 7 and November 14 to provide additional information about the benefit and give participants an opportunity to have their questions answered. DHRM has received very positive feedback on the clarity of the communications materials provided as well as on the presentations at the retiree meetings. Reaction to the Enhanced Medicare Part D benefit has also been generally positive, with many retirees expressing appreciation that DHRM researched and coordinated this complex new program on their behalf.

Mary gave Council a demonstration of the PowerPoint Presentation used at each Retiree meeting. A copy is attached.

Faculty Salaries

As members interested in the faculty salaries were not in attendance for this meeting, members agreed to place this issue on the agenda for our March 23, 2006 meeting. Also carried over to the next meeting is the HR Council Charter.

Higher Ed. Restructuring

Sara provided an overview of the Higher Education Restructuring Act. She indicated that she was working on the Human Resource portion of the agreements with the College of William and Mary, University of Virginia, and Virginia Polytechnic Institute and State University.

Next Meeting

2006 meeting dates were provided to Council Members, all scheduled for 9:30 a.m. in the Monroe Building, DHRM-PDS Training Room 4.

March 23, 2006

July 20, 2006

September 21, 2006

December 14, 2006.

Open Discussion

Human Resource Conference had over 500 participants. So far, have received very good reviews. Once results are in, will post to DHRM web site.

Handouts:

- a. Minutes from the June 9, 2005 Council Meeting
- b. Revised Membership Roster
- c. Copy of letter to Governor pertaining to compensation plan along with salary survey.
- d. Copy of constituent letter complimenting HB Director & staff regard the Medicare D Plan.
- e. Packet of information distributed to Retirees for Medicare Part D i.e. prescription drug coverage booklet, Open Forum newsletter, retiree meeting schedule and HB Program Enrollment Form.

Respectfully Submitted,

Barbara Tanner
Executive Assistant